



CITY OF LAS VEGAS
1700 North Grand Avenue
Las Vegas, New Mexico 87701
Phone: (505) 454-1401 Fax: (505) 454-8027

PURCHASE ORDER

PO Number: 211751

Date: 06/01/2021

Request #: 282420

Vendor #: 07374

ISSUED TO: KACHINA PETROLEUM EQUIPMENT CO
PO BOX 8186
ALBUQUERQUE, NM 87198-

SHIP TO: CITY OF LAS VEGAS
Attn:PUBLIC WORKS
1700 N GRAND AVE
LAS VEGAS, NM 87701

Vendor Fax #:

ITEM	UNITS	DESCRIPTION	PRICE	PROJ	GL ACCOUNT NUMBER	AMOUNT
1	254	Miles EMERGENCY REPAIRS TO AIRPORT FUEL SYSTEM	1.05		104-0000-700-7408	266.70
		Emergency; B, 1 Section 13-1-127				
2	3	Labor hours, 2 techs	68.00		104-0000-700-7408	204.00
3	8	Travel hours	68.00		104-0000-700-7408	544.00

DEPARTMENT ORDER

Approved By: _____

Date: 6/1/2021

SUBTOTAL:	1,014.70
TAX:	0.00
SHIPPING:	0.00
TOTAL	1,014.70

1. Original invoice plus one copy must be sent to: City of Las Vegas, 1700 North Grand Avenue, Las Vegas, NM 87701.
2. Payment may be expected within 30 days of receipt of goods, unless otherwise stated.
3. C.O.D. shipment will not be accepted.
4. Purchase Order numbers must appear on all shipping containers, packing slips and invoices. Failure to comply with the above request may delay payment.
5. All goods are to be shipped F.O.B. Destination unless otherwise stated.
6. All materials and services are subject to approval based on the description on the face of the purchase order or appendages thereof. Substitutions are not permitted without approval of the Requesting Department. Material not approved will be returned at no cost to the City.
7. All goods and equipment must meet or exceed all necessary city, state and federal standards and regulations.
8. Vendor or manufacturer bears risk of loss or damage until property received and/or installed.
9. Seller acknowledges that the buyer is an equal opportunity employer. Seller will comply with all equal opportunity laws and regulations that are applicable to it as a supplier of the buyer.
10. The City is exempt from all federal excise and state tax - ID# 85-6000149

Finance Dept. (505) 454-1401 FAX (505) 454-8027

CITY OF LAS VEGAS REQUISITION FOR PURCHASE

PURCHASE ORDER NO.:

282420

REQUIREMENTS

CHECK APPROPRIATE BOX

DATE: 04.01.2021

PURCHASES UNDER RESOLUTION #14-18 STATE PROCUREMENT CODE:

- ☐ \$0 TO \$19,999.99 Best Obtainable Price; Requires 3 telephoned, written, faxed or e-mailed quotes;
- ☐ \$20,000.00 TO \$59,999.99 Requires 3 written and signed quotes; (Goods or services)
- ☐ \$60,000.00 AND OVER Formal Process (Requires RFQ, RFP, RFB, etc.)

☐ BID NO.: _____ - _____ AWARDED: ____/____/____; CONTRACT NO.: _____
(RECORD BID NUMBER, AWARDED DATE, AND CONTRACT NUMBER ABOVE)

- ☐ SPD CONTRACT; SPD NO.: _____ EXPIRES: ____/____/____.
- ☐ EXEMPT PURCHASE; Provide Section No. _____.
- ☐ GSA CONTRACT; GSA NO.: _____ - _____ EXPIRES: ____/____/____.
- ☐ PROFESSIONAL SERVICES; _____
- ☐ SOLE SOURCE: REQUIRES DETERMINATION AND MUST BE POSTED ON CLV WEBSITE FOR 30 DAYS PRIOR TO PROCURING GOODS AND/OR SERVICES.
- ☐ OTHER CITY CONTRACT: NO: _____ EXPIRES ____/____/____
- ☒ EMERGENCY; B,1 SECTIONS 13-1-127 STATE PROCUREMENT CODE

STATEMENT OF NEED: (Must Complete)

Emergency repairs to L.V. Municipal Airport fuel system.

IN COMPLIANCE WITH THE PROCUREMENT CODE #14-18 THE FOLLOWING QUOTES WERE OBTAINED

DATE	NAME OF VENDOR	PHONE NUMBER	PERSON CONTACTED	PRICE QUOTED
05-28-21	Kachina Petroleum	505-292-3090	April Sanchez	\$ 1,014.70

(If needed, attach additional quote documentation to this requisition)

LINE	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	SUB TOTAL
	3	ea	Labor, 2 techs, 3 hrs	68.00	204.00
	8	ea	8 hrs travel	68.00	544.00
	254	ea	miles	1.05	266.70

VENDOR: Kachina Petroleum

TOTAL: \$ 1,014.70

ADDRESS:

NM CRS NO.:

FEDERAL TAX NO.:

I CERTIFY THAT THIS PURCHASE IS NECESSARY AND THAT THE REQUESTED ITEMS WILL BE PURCHASED AT THE LOWEST BID OR BEST OBTAINABLE PRICE.

BUDGET \$ 10,000.00

EXPENDED TO DATE \$ 6,139.63

CURRENT EXPENSE \$ 1,014.70

BALANCE \$ 2,845.67

SIGNATURE OF PERSON REQUESTING

FUND DEPARTMENT ACTIVITY

APPROVED BY: [Signature] 6-1-21 BUDGET AVAILABLE YES: X NO: _____

WHITE COPY: ACCOUNTS PAYABLE

YELLOW COPY: PURCHASING

PINK COPY: DEPARTMENT




City of Las Vegas

1700 N. Grand Avenue | Las Vegas, NM 87701 | T 505.454.1401 | lasvegasnm.gov

Mayor Louie A. Trujillo

MEMORANDUM

TO: Helen Vigil, Procurement Officer

FROM: 
Daniel Gurule, Public Works Manager

Date: June 1, 2021

RE: **Emergency Purchase Order**

I am requesting a purchase order be issued to Kachina Petroleum in the amount of \$1,014.70 for emergency repairs to the Las Vegas Municipal Airport fuel pump system. The system is currently down and repairs need to be completed as soon as possible to be able to provide fuel to emergency and military aircraft that land at the airport.

Please contact me if you have any questions.

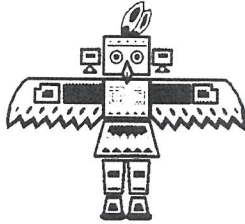
XC: File

David Ulibarri
Councilor Ward 1

Michael L. Montoya
Councilor Ward 2

Elaine Rodriguez
Councilor Ward 3

David G. Romero
Councilor Ward 4



KACHINA PETROLEUM EQUIPMENT COMPANY

Sales, Service and Installation of Petroleum Equipment

May 28, 2021

City of Las Vegas Municipal Airport
Attention: John Aragon
910 Airport Road
Las Vegas, NM

Kachina Petroleum Equipment Company is in the process of adding the City of Las Vegas Municipal Airport to our service schedule. At this time, we propose the following costs to troubleshoot the issue in order to make the necessary repairs.

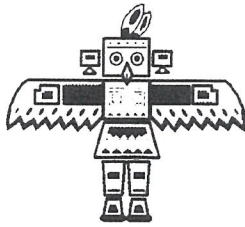
2 Technicians for a total of 3 labor hours at \$68.00 per hour	\$204.00
2 Technicians RT travel for a total of 8 travel hours at \$68.00 per hour	\$544.00
254 Miles RT at \$1.05 per mile for a total of	<u>\$266.70</u>
Total	\$1,014.70

The above pricing is just an estimate. There may be more labor hours involved as well as parts needed at an additional charge, plus all applicable sales tax.

If the above proposed pricing is acceptable to you please sign and send back so we can proceed.

Thank you,

April Sanchez
Kachina Petroleum Equip. Co.
505-292-3090



KACHINA PETROLEUM EQUIPMENT COMPANY

Sales, Service and Installation of Petroleum Equipment

May 28, 2021

City of Las Vegas Municipal Airport
Attn: John Aragon
910 Airport Rd
Las Vegas, NM

Kachina Petroleum Equipment Company is in the process of adding the City of Las Vegas Municipal Airport to their service schedule. At this time, we are gathering the necessary information so as to add your location to the schedule. We understand this is time sensitive on your part as well as Kachina Petroleum Equipment Company. We are working on getting a Quote over to Mr. John Aragon for the proposed troubleshooting of issue and repairs that may be needed in order to have your location begin fueling again.

Thank you,

April Sanchez

505-292-3090

STATE OF NEW MEXICO
EMERGENCY DETERMINATION FORM

The emergency procurement method (NMSA 1978, Section 13-1-127) may only be used when there exists a threat to public health, welfare, safety or property requiring procurement under emergency conditions. The existence of the emergency condition creates an immediate and serious need for services, construction or items of tangible personal property that cannot be met through normal procurement methods and the lack of which would seriously threaten:

1. the functioning of government;
2. the preservation or protection of property; or
3. the health or safety of any person .

I. Name of Agency: **City of Las Vegas, Municipal Airport**

Agency Chief Procurement Officer: **Helen Vigil**

Telephone Number: **505-454-1401**

- Name of Contractor: **Kachina Petroleum Equipment Company**
- Address of Contractor: **P.O. Box 8186 Albuquerque, NM 87198**

Amount of prospective contract: **\$1,014.70**

Term of prospective contract:

- Please thoroughly list the services (scope of work), construction or items of tangible personal property of the contract:

Troubleshoot issue and repairs that may be needed to fix the Las Vegas Municipal Airport fueling station.

- **2 Technicians for a total of 3 labor hours at \$68.00 per hour**
 - **2 Technicians RT travel for total of 8 travel hours at \$68.00 per hour**
 - **254 Miles RT at \$1.05 per mile**
-

Provide an explanation for the justification of the procurement including a description of the emergency condition(s) requiring use of emergency procurement and the practicable competition utilized in compliance with NMSA 1978, Section 13-1-127.

The Las Vegas Municipal Airport provides fuel for Emergency Services Helicopters, Military and privately owned planes. This system is currently down so we are unable to provide fuel to all aircrafts that land at the airport. This will cause many issues in emergency situations for military and first responder aircraft service.

Please describe what measures are being taken to minimize the duration and effect of this particular emergency procurement (for example: is the emergency only in place until a competitive process can be completed, etc.).

The emergency will be in place until the fuel system is able to pump fuel.

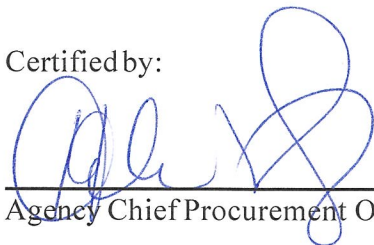
Describe what measures the Agency will take in the future to prevent/mitigate use of an emergency procurement under similar circumstances.

The Airport will have a fuel truck onsite that is able to store fuel if the pump system cannot pump fuel.

Certified by:

Date:

6/1/2021



Agency Chief Procurement Officer

Agency Approval by:

Date:

Governmental Entity Head or Designee



Department Director

 6-1-21

Finance Director